

GUJARAT UNIVERSITY, AHMEDABAD



Ph.D. Programme

Rules, Regulations and Ordinances (Revised 2015 - 2016)

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GUJARAT UNIVERSITY, AHMEDABAD, Doctor of Philosophy (Ph.D.) Ordinances

(These rules will be applicable from the academic year June, 2015)

O. Ph.D.1 Short title, application and commencement:

- 1.1 This Ordinance shall be called “Gujarat University Ph.D. Ordinance 2010; Revised in 2015”. It shall come into force from the date notified by the Gujarat University.
- 1.2 This Ordinance shall apply to the Ph.D. programme conducted in different disciplines at the University Post Graduate (PG) Departments / University Schools, selected affiliated colleges, recognized institutions and/or centres approved by the Gujarat University or affiliated to the Gujarat University.
- 1.3 The Regulations govern the conditions for imparting instructions for the courses, conduct of examinations and evaluation of scholars' performance leading to Ph.D. degree. These Regulations will be effective from the academic year 2015-16 onwards.
- 1.4 Doctoral Programme leading to the degree of Ph.D. shall be offered in the following Faculties/Subjects and inter-disciplinary Faculties/Subjects of the University:
 - a. *Arts*
 - b. *Commerce and Management*
 - c. *Education*
 - d. *Journalism and Communication*
 - e. *Law*
 - f. *Medicine, Dental and other paramedical subjects such as Physiotherapy, etc.*
 - g. *Physical Education*
 - h. *Science, including Computer Science*

- 1.5. The provisions of these Regulations shall be applicable to any new disciplines/subject that are introduced from time to time and included to the above list.
- 1.6. There shall be the Research Recognition Council (RRC) along with the Board of University Teaching and Research (BUTR). The RRC/BUTR shall coordinate all the decisions pertaining to research and Ph.D. programme. RRC/BUTR shall be primarily empowered to recommend/amend the rules, regulations and ordinances.
- 1.7. Notwithstanding any provisions contained in these Regulations, on the recommendation of the Academic Council (AC) and the Executive Council (EC) shall exercise its powers to change/amend/interpret/implement the decisions and actions concerned with academic matters, to change any or all parts of these Regulations at any time.

O. Ph.D.2 Constitution of Ph.D. Committees:

There shall be committee/s for Admission and registration like 1). Admission committee & 2). Research Development Committee (RDC) at the School/Department/University level for each subject.

2.1 Admission Committee

- a. An Admission Committee at School/department shall be constituted as:
 - i. Chairperson : Head/Coordinator of the University
Department/school in the concern subject
 - ii. Hon. VC Nominee: A Professor from other School/Department
 - iii. Members: Ph.D. guides from School/Department/colleges.

This committee shall coordinate all the admission related work of the department/school/college. The Director/Head/Coordinator of the Department/School shall convene the meetings of the Admission Committee.

- c. There shall be common Entrance Test, Group Discussion (GD) and Personal Interview (PI) at University level. The admission committee shall evaluate and scrutinize the academic, professional and research related potential of the candidates based on the performance in the Entrance Test, GD & PI, etc. for RDC. The admission shall be final only after the candidate become successful in RDC.

2.2 Formation of Research and Development Committee (RDC)

For each subject in a faculty there shall be a Research and Development Committee (RDC) at University level. The members of the committee shall hold office for a period of three years from the date of constitution of the committee. The functions of the RDC will be to monitor/evaluate the Ph.D. programme. The members of the committee shall be as:

1. Chairperson : Head/Chairperson of the University Department/School
2. Members : Director of the Concerned School
3. : Dean of the concerned faculty
4. : Chairman of the Board of Studies of the concerned subject
5. & 6. Two outside subject experts from other than Gujarat University to be nominated by the Hon. VC
7. Invitees : Guide/s (by invitation and for admission consultation only)

The recommendations of the Research and Development Committee (RDC) shall be referred to the RRC/BUTR and then subsequently shall be placed before the Academic Council and the Executive Council for necessary action.

O.Ph.D.3 Types of Ph.D.

There shall be **Three** types of scholars in the Ph.D. programme:

- I. Full Time Research
- II. Part Time Research
- III. Independent Research

3.1 Full Time Research

The full time scholars are expected to work on regular basis for entire Ph.D. programme in their respective subject departments or place of assignment by their guides/university. The scholars who are receiving assistantship/scholarship/fellowship from UGC/ICSSR/DST/CSIR/DBT/MoES/MoEF, Industry or any other funding agency as RA/SRF/JRF/Project Fellow etc. shall be considered as full time scholars provided they submit the certificate from the concerned place of research/guide. In such cases prior permission is required from RDC and RRC/BUTR. Full time scholars are expected to register only with the in house recognized Guides in the concerned school/department/college.

3.2 Part Time Research

This category refers to employed scholars admitted to the Ph.D. programme. A “*No Objection Certificate*” is mandatory from the Head of the institution/employer along with the application. Such scholars shall not be entitled/eligible for any kind of fellowship, financial assistantship and accommodation etc. offered by the University.

3.3 Independent Research

Hon. VC may permit a candidate by fulfilling the other common eligibility conditions of Gujarat University and having at least 05 years of teaching/research experience at University/college/research institute and having at least 05 good quality publications in the concerned field on the recommendation of the RDC and RRC/BUTR. The RDC and RRC/BUTR shall ensure the level of research and the academic flexibility of the candidate to pursue independent research. All other applicable provisions and conditions mentioned in this document shall be applicable to such candidates who are willing to do research independently. The scholars once registered with recognized guides shall not be permitted for independent research.

O. Ph.D. 4. Eligibility:

- 4.1. A candidate shall be eligible to register for the Ph.D. degree only in the Faculty in which he/she has obtained Master's Degree with at least 55% (SC/ST 50%) or

equivalent grade in the subject from Gujarat University or any other University recognized by the University Grants Commission (UGC)/MHRD.

- 4.2 A candidate in the Faculty of Arts who has taken a Master's Degree in Mathematics may be registered for Ph.D. degree in Science Faculty in the subject of Mathematical Science subject to the approval from RRC/BUTR and Hon. VC.
- 4.3 A candidate in the Faculty of Arts or Commerce who has taken his/her Master's degree in Economics or Statistics may be registered for Ph.D. degree, in any one of these faculties subject to the approval from RRC/BUTR and Hon. VC.
- 4.4 A candidate who has obtained the degree of Master of Engineering or M.Tech. with Computer Science, Information Technology, Electronics, Environment, Bioscience, Biotechnology as one of the subjects of this University or of any other University, recognized as equivalent thereto, may be allowed to registered for the Ph.D. degree in Science Faculty in the subject/s of Computer Science/Electronics/Environment Science/Climate Change Impacts Management/Biotechnology/Life Science etc. subject to the approval from RRC/BUTR and Hon. VC.
- 4.5 The fellow members of the Institute of Chartered Accountants and/or Institute of Costing and Works Accounts and/or a qualified Company Secretary shall be considered eligible for registration for Ph.D. in the subject in the concerned Board of Studies in the Faculty of Commerce, provided that they possess a Bachelor's Degree of any statutory University. Such candidates shall have at least five years of professional experience, subject to the approval from RRC/BUTR and Ho. VC.
- 4.6 A person having a second class Master's Degree secured prior to 19th September 1991 from any recognized university by UGC with at least 10 years teaching experience in an educational institution or professional experience in industry may be considered eligible for registration for Ph.D. degree subject to the approval from RRC/BUTR and Hon. VC.

4.7 Multi/Intra/Inter disciplinary Research:

- i. Multi/intra/Inter disciplinary research in Science/Engineering/Medical/Paramedical/Arts/Humanities/Social Sciences/Education/Law/linguistics etc. shall be encouraged.
- ii. In many emerging areas that are multi/intra/inter disciplinary in nature, opportunities shall be provided for research and Ph.D. studies. A candidate applying for such emerging areas shall specify the specific discipline in which he/she intends to pursue research, the subject of research being wholly or partly related to the subject of the post-graduate degree qualified by the candidate. The admission under such emerging areas shall be considered only on the basis of proven ability and aptitude of the candidate for such level of research before the RDC after fulfilling all other applicable criteria for admission subject to the approval by the RRC/BUTR and Hon. VC.
- iii. Candidates who propose to carry out research work in Multi/intra/inter disciplinary areas shall be permitted to have a Co-Guide on the recommendation of the RDC. The Co-Guide could be from the same or a different department/college/centre of Gujarat University or from any other recognized University/institution in India or abroad.
- iv. Hon. VC may approve, based on the recommendation of RRC/BUTR, change to another faculty/subject other than the one in which the candidate has obtained his/her master's degree, and granting registration to such scholar for the Ph.D. degree in an allied/different/concerned subject on a case to case basis.

4.8 For foreign candidates (those who have not obtained Master's degree or equivalent degree from Indian Universities), the minimum percentage of marks shall be 55% or equivalent grade in the Master's Degree or equivalent qualification is mandatory.

O. Ph.D. 5. Recognition of Ph.D. Guides in the faculties of Arts, Commerce and

Management, Science, Education, Journalism and Communication, Law, Medicine, Dental and other paramedical subjects such as Physiotherapy, etc.

- 5.1 Professors/Associate Professors holding Ph.D. degree at the Gujarat University Departments/Schools shall be considered to be recognized Ph.D. guides of Gujarat University.
- 5.2 Assistant Professors of Gujarat University Departments/Schools, appointed as regular faculty, holding Ph.D. degree with at least 03 years of teaching experience at post-graduate level with minimum 05 publications after the award of their Ph.D. degree in peer reviewed journals, shall be eligible to apply for recognition as Ph.D. guides. Hon. VC, on the recommendation of RDC may approve such recognition as Ph.D. Guide.
- 5.3 Regular teaching faculties/scientists with Ph.D. degree working in affiliated colleges/research institutions with at least 05 years of actual post graduate teaching experience with minimum 05 publications in peer reviewed journals after the award of their Ph.D. shall be eligible to apply for recognition as Ph.D. Guides. Hon. VC on the recommendation of RDC may approve such recognition as Ph.D. Guide
- 5.4 In the Faculty of Medicine/Dental, Paramedical, etc., a candidate with post-graduate qualifications and 05 years of actual teaching and research experience after acquiring the post-graduate qualification and with not less than 05 years of actual teaching experience at post-graduate level and at least 05 publications in peer reviewed journals shall be eligible to apply for recognition as Ph.D. guide. On the recommendation of RDC, such candidate may be approved by the Hon. VC as a Guide.
- 5.5 In the Faculty of Law, a candidate holding Ph.D. degree with 05 years of actual teaching/research experience after acquiring the post-graduate qualifications in the faculty and with not less than 03 years of actual teaching and research experience at post-graduate level after obtaining the Ph.D. degree and at least 05 publications in peer reviewed journals shall be eligible to apply for recognition as Ph.D. guide. Hon. VC may recognize such candidate as Ph.D. Guide on the recommendation of RDC.

- 5.6 Hon. VC, on the recommendation of RDC and RRC/BUTR, may recognize any scientist/professional associated with a recognized/approved institution by Gujarat University, within the territorial jurisdiction of Gujarat University and other faculty members from Nationally Renowned Institutions/universities as Ph.D. guide subject to the following;
- (i) The candidate should be Ph.D. in the subject or in a related discipline of recognized University,
and
 - (ii) At least 05 years of actual PG teaching/research/industrial/professional experience after obtaining the Ph.D. degree,
and
 - (iii) At least 05 research papers published in a refereed/indexed/ISBN /ISSN journal of national/international standing after the award of Ph.D. degree.
or
 - (iii) Where publications are not applicable in disciplines like Drama/fine arts, etc., the person should have certificates of at least 05 national/international level performances/exhibitions, as the case may be.
- 5.7 In Multi/intra/inter disciplinary areas (subjects), a candidate who has qualification/s or experience/expertise in special or related discipline/s can apply for recognition as Guide in an additional/different/allied subject and where the RRC is satisfied about the merit of the candidate, Hon. VC may recognize a candidate as Ph.D. guide. However 5.6 (i) to (iii) shall be applicable.
- 5.8 Hon. VC, on the recommendations of RDC and RRC/BUTR, may recognize as Ph.D. guide to any eminent scholar or eminent educationalist who has given his/her valuable contribution in the concern/allied area of education.
- 5.9 Many newly emerged Higher Payment Programmes (HPP) have been offered by the Gujarat University in last two decades. To cater the need of research and developmental aspects in these programmes, Ph.D. programme was also introduced

with recognized guides in each concerned subject. As it is special requirement of the multi/intra/inter disciplinary subjects in the university, the number of scholars registered with such guides shall be considered as supernumerary. The allotment of such scholars shall be done on the recommendation of RDC and RRC/BUTR. The maximum number of such registered scholars shall be per subject and 6.1 in this document.

- 5.10 Co-guide: To accommodate interdisciplinary aspects in research, a Ph.D. guide can act as a co-guide on the recommendation of RDC and with the approval of the Hon. VC. The number of scholars working under a co-guide shall not be taken into consideration while counting the permissible number of scholars registered under a particular Ph.D. guide.
- 5.11 The University shall prepare a panel of external Ph.D. guides chosen from the leading and well-known researchers in distinguished fields. This panel shall be prepared by invitation only from expression of interest by National Laboratories, National Research institutions and overseas Universities as per the provisions of University Grants Commission (UGC) & MHRD, time to time.
- 5.12 A Ph.D. guide, in case of his/her shifting/transfer to some other University/superannuation may continue to guide the candidate/s already registered under him/her. Such person/s shall cease to be approved Ph.D. guides of the University on successful completion of Ph.D. studies of the concerned candidates.

O.Ph.D.6. Norms for supervision

6.1 Intake

(i) Number of scholars per guide:

(a) Number of Ph.D. scholars with a Ph.D. guide shall be as under

Professor: 08

Associate Professor: 07

Assistant Professor: 06

However, the accommodation of candidates from HPP etc. shall be as per 5.9 in this document

- (b) The scholar who is RA/SRF/JRF/Project fellow/any other fellowship holder and working in interdisciplinary areas and from foreign countries shall be in addition to the above numbers, i.e., they will be considered as supernumerary too.
- (c) In case of paucity/absence of approved Ph.D. guides in Multi/intra/inter disciplinary areas, the candidates may be permitted to register in an allied area with an available Ph.D. guide within the University jurisdiction and have a co-guide from any other neighbouring approved research institution by Gujarat University at the discretion of the Hon. VC, provided he/she fulfils the applicable criteria in consultation with RDC and RRC/BUTR.

6.2 Responsibilities of Guides

- i. The Ph.D. guide carries all the major responsibility of guiding/supervising the academic planning/ progress/execution of the plan of research throughout the period of study. He/she counsels the scholar in academic matters, and provides guidance on the nature of course work and research, the standards expected, the adequacy of progress, and the quality of work.
- ii. A guide, who will be superannuating in less than one year period, may not be permitted to take a fresh Ph.D. scholar, unless specifically permitted by the Hon. VC, on the recommendation of the RDC and RRC/BUTR, for a period not exceeding two years. However, he/she can co-guide new scholars up to the age of 65 years.
- iii. To ensure the successful and timely completion of the programme, it is essential that Ph.D. guides and their scholars maintain regular contacts. The guides must give their scholars advance notice, if they plan to be absent from the University for an extended period of time, i.e., 03 months or more, and make suitable arrangements for the continued guidance to the scholar during his/her absence.

6.3 Change of Guides

- i. In case of absence of the Ph.D. guide for more than 06 months or a guide is unable to complete the assignment of guiding a scholar - a substitute guide may be allotted by RDC from the available guides in the university from the concerned subject.
- ii. In case of sad demise/leave/deputation/suspension/VRS/etc. of the Ph.D. guide from the University for more than 01 year, the scholar may be permitted to change the guide on the recommendation of RDC.
- iii. Under exceptional/extraordinary circumstances, a change of Guide/Topic may be allowed to the scholars by the Hon. VC, on the recommendation of RDC or RRC/BUTR.

O.Ph.D.7. Procedure for admission

- 7.1 The number of available seats for each subject for Ph.D. programme in the university shall be decided well in advance and notified on the university website or by an advertisement, along with the date for the Entrance Test etc.
- 7.2 The candidates seeking admission shall have to fill up the prescribed admission form designed by the Gujarat University time to time and submit the same within the prescribed date specified in the admission announcement.
- 7.3 There shall be a common Entrance Test for all the eligible candidates who are interested for Ph.D. admission in Gujarat University as full time, part time or independent research.
- 7.4 Those who qualify in the Entrance Test shall have to appear for Group Discussions (GD) and Personal Interviews (PI) at the concerned subject Department/School at the Gujarat University, Ahmedabad.
- 7.5 Candidates desirous of taking admission in recognized/approved institutions/affiliated colleges of Gujarat University or at other than Gujarat University

departments/schools shall also have to appear for the common Entrance Test, GD & PI at Gujarat University.

- 7.6 A copy of the Ph.D. Ordinance, rules and regulations, details of Entrance Test, etc., related to the Ph.D. programme shall be provided to the candidates along with the admission form or through the website of the University.
- 7.7 Only stipulated number (available seats) of candidates shall be admitted to the Ph.D. programme based on the merit position of the eligible candidates. Merit position shall be decided after completion of the entire process of Entrance Test, Group Discussion (GD) and Personal Interview (PI) etc.
- 7.8 The University shall adopt the reservation policy of State Government for admission to Ph.D. programme, however, the reservation shall be observed on a rotation basis within departments/among the school/affiliated Colleges/recognized Institutions etc. by maintaining the overall percentage of the total number of seats announced. The directors of the concerned school in coordination with heads of the departments would coordinate for such provision.
- 7.9 The admission process, i.e., Entrance Test/GD/PI/seminar etc. shall be conducted once a year. However, admission shall be granted twice a year. The first term/semester admission process is expected to be completed by 31st August/or as may be decided by Hon. VC and the second term admission process by 31st January/or as may be decided by Hon. VC for every academic year.

7.10 Exemption from Entrance Test

The candidates having one of the following qualification shall be exempted from the entrance test:

- i. Qualified in SET/UGC-NET, JRF/TRF, Entrance Test of CSIR/ICAR/ICMR/DBT/DST/ etc.
- ii. M.Phil. degree holder whose admission has been done through the Entrance Test of Gujarat University.

- iii. M.Phil. from other UGC recognized University and whose admission has been done through the Entrance Test.
- iv. Candidates who are granted fellowship/scholarship from state/central government agencies.
- v. Candidates with GATE/CAT and more than 75 percentile or 75 percent score (Management & Technology).

7.12 Candidates eligible for direct admission to the Ph.D. programme without entrance test, group discussion and personal interview:

- i. The candidates who are awarded Junior Research Fellowships (JRF/TRF) or any other prestigious fellowship from UGC, CSIR, DBT, ICMR, ICAR, etc., shall be eligible for direct admission to the Ph.D. programme any time of the year. Such candidates should, however, discuss their topic, research content etc., with the RDC, for final approval.
- ii. Following candidates shall also be admitted direct to the Ph.D. programme on the recommendation of the Admission Committee with the approval of the RDC, provided they fulfill other requirements regarding eligibility, qualification, etc. However, such candidates shall have to present a seminar and discuss the broad area of research before the RDC. Such admissions shall be done on a case to case basis by RDC and RRC/BUTR.
 - a. Candidates sponsored under MoU/agreement between the Gujarat University and University/Institution/research station/laboratory etc. in India or abroad where specific clause(s) exist for registration of candidates for Ph.D. degree by the university and/or those selected under international cultural/educational/research/investigation exchange schemes of Government of Gujarat/India/UN bodies etc.
 - b. Non-resident Indians and foreigners residing/working abroad, who have the required qualifications and working in academics/research/industry/professional bodies for at least 05 years.

- c. Teachers working in government/aided/unaided institutions having at least 03 years of continuous teaching experience at degree and/or post-graduate level in the subject concerned and granted leave for pursuing Ph.D. programme and are awarded fellowship under Quality Improvement Programme or equivalent programme to pursue full-time Ph.D.
- d. Project fellows/Teachers working for minor/major research project approved/accepted by Gujarat University, as per the guidelines of the funding agency will also be exempted from Entrance Test. However, such candidates are required to fulfill other applicable rules and regulations for admission and discuss their research content before the RDC.

7.13 Procedure for conduct of Entrance Test

(a) Structure of the Test

All the candidates who are not exempted from the Entrance Test, are required to appear in person for the Entrance Test. The contents of the test shall be as follows:

- i. General analytical skill/mental ability, including reasoning and English communication skill in Multiple Choice Questions (MCQs), and
 - ii. Foundation of the relevant subjects up to PG level in Multiple Choice Questions (MCQs).
- Part-I: Set of 50 objective types of MCQs. It can be set one for all or stream/discipline wise.
 - Part-II: Set of 50 objective types of MCQs in the relevant subject.
 - Total marks for the Entrance Test will be 100 for 100 MCQs each of one mark and for the duration of 120 minutes.
 - ***There shall be negative marking of 0.25 marks for each wrong answer.***
 - To qualify in the Entrance Test, the candidate has to secure minimum 50% marks in the aggregate in part-I & Part-II and individually 40% marks in each part. In the Entrance Test (05% relaxation for candidates from SC/ST

categories.

- If enough number of candidates do not qualify in the Entrance Test, Hon. VC/ University may, if deemed fit, relax these conditions in a subject/discipline/faculty on a year-to-year basis.

(b) Group Discussion (GD)/Personal Interview (PI)/etc.

Group Discussions and Personal Interviews (GD & PI) shall be conducted separately for each subject by an admission committee consisting of the Head of the Department/School, Two research guides, and an outside expert nominated by Hon. VC. The candidates who clear the Entrance Test shall be required to appear for GD & PI. The Entrance Test exempted candidates also have to appear for GD & PI.

At the time of GD & PI the candidates are expected to discuss their research interest/area/content before the admission committee and ultimately with RDC.

(c) Preparation of merit list

The University shall bring out merit list of successful candidates for each subject, based on the performance in the Entrance Test, GD & PI etc., for each category (reserved & open). Validity of the merit list shall be only for the concerned academic year.

Admissions shall be given based on the merit list and available seats. The admitted candidates shall have to pay the prescribed fees within 10 days from the date of offer of admission, failing which the seat shall be allotted to the next eligible candidate on the merit list.

If, there are any vacancy arise by any means in the second term/semester, the same shall be filled from the waiting list. The candidates who are recommended by RDC but placed as wait listed candidates shall be eligible for admission in Ph.D. programme in second term/semester as per the available seats in the respective subject.

O.Ph.D.8. Course Work – Credit, Content and Evaluation

- 8.1 The admitted scholars shall be required to undertake course work organized by the University/Research Centre/institution as the case may be. Full-time, part-time and independent Ph.D. scholars shall also be required to go through the course work for one semester/term. The course work shall be treated as pre-Ph.D. preparation.
- 8.2 The scholars who have completed M.Phil. degree shall be exempted from the course work. For all other scholars, including JRF, and those who are getting direct admission to the Ph.D. programme, course work is compulsory for one and all. A Ph.D. scholar has to earn prescribed credit for the course work prior to the submission of Synopsis of the Thesis.
- 8.3 The course work shall carry 10 credits (one credit=15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation within the broad framework given below:
- i. 05 credits (75 hours) for “Research Skills” which includes research methodology, quantitative methods, computer application, tools and techniques for research and experimentation, instrumentation, communications skills, review of published research, report writing, seminar presentation, etc.
 - ii. 05 credits (60 hours) for subject specific course work. Out of the 60 hours, 25 hours shall be devoted to review of the subject/laboratory exercises, 25 hours for seminar/teaching in different contemporary and development issues in the subject/laboratory work and 10 hours shall be for review of research papers in the subject.
 - iii. 01 credit (15 hours) for field work, seminar/lab work and other academic activities including conducting classes in the Department/School/ASC-HRDC.
 - iv. The details of the specific subject shall be decided by the department/school/ ASC-HRDC.
- 8.4 Every year, UGC’s Academic Staff College (ASC) now Human Resource Development Centre (HRDC) of Gujarat University would conduct the Course work to obtaining necessary credit points for scholars, as Research Methodology Workshop/Training

Course/Summer-winter School/Refresher Course etc. of 03/04 weeks duration. For Ph.D. programme.

- 8.5 A certificate duly signed by the Director HRDC and Head of the concern department/school (or other recognized bodies as per 8.8) would be essential before the submission of the synopsis. The synopsis of the scholars would be accepted only after such necessary certification.
- 8.6 The detailed norms for evaluation of the course work shall be decided by the department/school/institution/HRDC to gather. At the end of the course work all the scholars shall have to appear for external examinations in the above two papers. The examination may be conducted online or any other form as decided by the university.
- 8.7 The passing criteria for each subject/paper shall be 45% marks with an aggregate of 50% in both the papers. Those who failed to get the minimum passing marks shall have to reappear for such examination in next academic year or as alternative arrangement made by the university.
- 8.8 The course work carried out by the candidates in other recognized department/institutions/college/university, with the prior approval of the RDC or RRC/BUTR, for which due credit shall be given to them, if found necessary. The Ph.D. scholars migrated abroad may be permitted to earn due credits from their respective country with prior permission of RDC or RRC/BUTR.
- 8.9 Full-time scholar shall attend their respective department/school laboratory/institute/college according to the pre-arranged time-table and programmes provided by Heads/coordinator/directors/principal. The records of their attendance shall be maintained by the concerned Guide/s.
- 8.10 Part-time/independent scholars shall be required to make necessary arrangement to complete the course work in coordination with concern Head of the department/school at the University level. Such instances are required to discuss in detail with the RDC well in advance.

O. Ph. D.9. Allocation of Research Guide

- 9.1 The short listed candidates in the merit lists shall not have any automatic right for allocation of guide and enrolment for Ph.D. studies in the University. This shall be subject to availability of seats/consent of the guide/availability of resources etc. at the University.
- 9.2 The allotment/allocation of guide shall not be left to the individual candidate or guide. The RDC or RRC/BUTR shall have the sole authority to decide the allocation of guide to a candidate, subject to availability of academic/laboratory resources/expertise etc. including the acceptance by the concerned guide, the number of candidate per faculty, required infrastructure, research interest of the scholar as indicated in the PI. The RDC or RRC/BUTR may, however, consider the choice indicated by the candidate in the application, if found feasible.
- 9.3 The RDC or RRC/BUTR shall finalize and communicate the name of the guide and co-guide within a month of admission of the candidate.
- 9.4 Notwithstanding anything contained in this ordinance, no guide or co-guide shall be under an obligation to accept any candidate for Ph.D. studies.
- 9.5 The workload of Ph.D. guide shall be determined on the basis of the policy formulated by the Gujarat University or UGC from time to time.

O.Ph.D.10. Duration of the programme

10.1 Minimum duration of the programme after which the thesis can be submitted:

1	Full time :	04 Semesters/Terms	(02 years)
2	Part time :	06 Semesters/Terms	(03 years)
3	Independent :	06 Semesters/Terms	(03 years)

The duration of the programme shall be from the date of Registration, i.e., when the candidate is admitted to the Ph.D. programme after the payment of fee.

O.Ph.D.11. Language of the thesis

11.1 The candidate should submit the Ph.D. thesis in English except when, it is related to an

Indian language or other foreign language, where the thesis should be in the language concerned.

- 11.2 In case of Gujarati language a scholar is allowed to submit the thesis in Gujarati. Before submitting the thesis in Gujarati/Regional language, the scholar is expected to submit the abstract/important findings of the thesis in English (03 to 05 pages).

O.Ph.D.12. Procedure for Registration

12.1 As soon as the candidates are admitted to the Ph.D. programme, they shall be provisionally registered for the programme. After the title clearance by RDC/RRC, their Ph.D. registration shall be confirmed. This process shall be completed within the term/semester of provisional registration.

12.2 A candidate admitted to the Ph.D. programme as per the procedure described earlier shall be registered as a Ph.D. scholar by the University. The period of registration shall start from the date of admission.

12.3 The candidate shall be required to finalize and submit a brief research proposal of about 1000 words containing the title, significance and scope of the topic, rationale, justification, national-international status, theory and research methodology/techniques involved, references, bibliography, place of research, etc., in coordination with guide/co-guide.

The RDC/RRC shall either confirm the acceptance of the research proposal or ask the scholar to make necessary changes. (Guidelines given in Appendix I).

12.4 Once the topic and the guide are finalized, the scholar will be required to fill up the registration form with the required fees. The registration form is given as Form III or as may be given by the University time to time.

12.5 After the title clearance of the research proposal, the University shall notify the scholar about approval of the topic of the thesis. (Format given in Appendix II).

12.6 A registered Ph.D. scholar shall not be allowed to pursue any other

course/programme from any University simultaneously. If any such violation is noticed, the registration of the scholar shall be cancelled automatically.

- 12.7 A scholar shall not be permitted to submit a thesis for which a degree has been conferred on him/her in this or in any other University. But a scholar shall not be precluded from incorporating any work which he/she has already submitted for a degree in this or any other university, in a thesis covering a wider field, provided that he/she shall indicate in a written statement accompanying the thesis any work which has been so incorporated.
- 12.8 The candidate who has cleared Ph.D. Entrance Test and recommended by RDC/RRC for registration, but awaiting for M.Phil. dissertation results shall be registered immediately after the notification of M.Phil. degree for his/her Ph.D. programme throughout the year.

O. Ph. D.13. Structure of Fee for Ph.D. scholar

- (1) Admission Form & Processing fees: Rs.750/-.
- (2) Registration fee to be paid (once):
 Indian Scholars: Rs.1000/- (Re-registration: Rs.2000/-).
 Foreign* Scholars: Rs.3,000/-(Re-registration: Rs.6,000/-)
- (3) Other fee:

Sr. No.	Fee Details (Per Term)	Indian Scholars (INR)	Foreign* Scholars (INR)
1	Tuition	1,500	7,500
2	Term Fee: including infrastructure, Development, maintenance & use of ICT etc.	2,000	8,000
3.	Laboratory, practical & Research establishment	3,810	14,510

4.	Library	500	500
5.	Gymkhana	20	20
6.	WDC	10	10
7.	Youth Welfare	30	30
8.	Scholar Union	10	10
9.	Sports	20	20
	Total	07,900/-	30,600/-

(4) Synopsis Fee (To be paid at the time of submission):

Indian Scholars: Rs. 05,000/- and Foreign* Scholars Rs. 10,000/-.

(*Foreign means a scholar who is holding Foreign Passport)

13.1 The candidate to be admitted to the Ph.D. programme shall have to pay the prescribed fees as stated above or as modified by the university from time to time. The fees once paid shall not be adjusted or refunded under any circumstances even, if the candidate cancels the admission. Any revision of fee shall be payable by the Ph.D. scholar during the entire period of the Ph.D. degree.

13.2 All Ph.D. scholar shall have to pay the prescribed fee for 02 terms every year, till the date of submission of the Ph.D. thesis.

O. Ph. D.14. Institutions where research can be done:

A candidate may be permitted to pursue research for the Ph.D. degree in any of the following institutions:

- (i) All the Schools/Departments/recognized and approved institutions/centres of/by Gujarat University.
- (ii) Colleges affiliated to the University/or any other institution and having necessary facilities to carry out Ph.D. research may be recognized for doctoral research by the Academic and Executive Council based on the recommendation of an Expert Committee/Local Inquiry Committee (LIC) appointed by Hon. VC in

the concerned faculty and subject. The recognition for conducting research shall be valid for 10 years and the Expert Committee may review/renew the same after necessary due inspection visit then after.

- (iii) Regional Research Institutes recognized by the Gujarat University.
- (iv) National Research Institutes under ICMR, CSIR, ICSSR, IIA, NGRI, DRDO, DAE, DST, DBT, etc., and all Government of Gujarat/India Research Institutes/establishments of National importance deemed to have been recognized as Research Centres.
- (v) R & D laboratories of public and private sector undertakings, centres of research for Social Sciences, Humanities, Management, etc., duly recognized by the University as having necessary facilities after due inspection by a Committee.
- (vi) Foreign Universities and R & D Labs duly recognized by the University or with which MOU exists.
- (vii) With regard to the Ph.D. programme under part time and independent registrations, candidates may be permitted to pursue research from their place of work/residence in respect of Humanities, Social Sciences and Mathematics. In respect of Scientific and Technical Research, candidates may conduct their Research at R&D labs/institutions recognized by this University but not necessarily located in the territorial jurisdiction of the University.

O.Ph.D.15. Cancellation of Registration:

The Ph.D. registration of a scholar is liable to be cancelled for any of the following reasons:

- (a) Consistent lack of progress in research.
- (b) Violation of discipline, conduct and rules of the Institute/ Department/ School/ University.

- (c) Non-submission of the thesis within the stipulated period.
- (d) Non-conformity with the rules/regulations/ordinances of the programme.
- (e) Giving false information at the time of application/admission/registration.
- (f) Registration may also be cancelled on the recommendations of the RDC/RRC on account of lack of progress as reported by the guide and also after giving due opportunity to the scholar for defending his/her case.
- (g) Registration of the scholar shall be automatically cancelled if he/she fails to submit the Ph.D. synopsis within 05 years from the date of registration in the case of full-time candidates and 06 years from the date of registration in the case of part-time/independent scholar.

O.Ph.D.16. Period of Registration – Norms for Extension

- 16.1 A full time Ph.D. scholar shall be registered for a maximum period of 05 years and part time/independent scholar for a maximum period of 06 years from the date of provisional registration. This period may be extended by 02 years based on the request of the scholar on valid grounds, by Hon. VC, on the recommendation of RDC/RRC. However, under very special and compelling, circumstances Hon. VC may grant a grace period of 90 days more to submit the thesis after the expiry of the extended period.
- 16.2 In case the scholar fails to submit the thesis within this stipulated period he/she shall have to get re-registered. For re-registration, the rules of registration applicable to a fresh applicant shall have to be followed, including course work, submission of proposal, title clearance, synopsis, thesis, etc., but the candidate shall be exempted from writing the Entrance Test and GD & PI, etc.

O.Ph.D.17. Change in the type of Ph.D.:

In the case of request for interchange from full time scholar to part time/or part time to full time scholar, Hon. VC shall consider such requests under compelling circumstances on the recommendation of RDC/RRC.

O.Ph.D.18. Change of Topic and Title:

A scholar shall select and finalize the research title within a period of 06 months from the date of provisional registration, in consultation with the guide. If a change of topic/title becomes necessary to address the desired objectives, the RDC/RRC may, on the recommendation of the guide, permit to change the topic/title, prior to submission of the synopsis.

O.Ph.D.19. Progress Review:

- 19.1 Submission of Progress Report: The registered research scholars have to submit progress reports after every 06 months. The report shall include an elaborate description of the reading, writing, data collection or any other work done in relation to the research. The scholar can also mention difficulties encountered, if any.
- 19.2 The guide is expected to certify the report and mention in unambiguous terms whether the progress is satisfactory or not and whether the work done during the period under consideration is relevant and adequate or not. Only after the guide's approval regarding the satisfactory progress of the work, the scholar shall be allowed to continue his/her research in the next term.
- 19.3 The Departmental Admission Committee/RDC/RRC shall meet to review the progress of the Research Programme of the scholar at the end of every term.

O.Ph.D.20. Research Process

- 20.1 After completion of research work to the satisfaction of the guide, the Ph.D. scholar shall produce a thesis within a reasonable time as stipulated by the university.
- 20.2 The Ph.D. programme culminates with the submission of a thesis of a substantial work of original research carried out by the scholar under the guidance of the guide. This research work is expected to be potentially fit for publication and should stand peer review.

- 20.3 The scholar shall state generally in the preface and specifically in notes, the sources from which the information is derived, the animal and human ethical approvals, obtained, if any, the extent to which the work of others has been made use of, and the portion of the work the researcher claims as original.
- 20.4 The Ph.D. scholar shall publish a minimum of 02 research papers in a refereed journal before the submission of the thesis for adjudication and produce evidence for the same in the form of acceptance letter from the publisher or the reprint/copies of the publication.
- 20.5 The Ph.D. scholar shall have attended and presented at least 02 papers on his/her research work in a state level/national level/international level seminar/conference/symposia/colloquia, etc. before the submission of the thesis.
- 20.6 All the relevant documents shall be submitted at the time of submission of the thesis.

O. Ph. D. 21. Submission of Synopsis:

- 21.1 A synopsis is viewed as a mini version of the thesis. It shall provide a clear idea about what the thesis is. It shall (a) state the objectives, nature and scope of the work done, (b) state the principal conclusions, (c) state the contribution made to the body of knowledge on the subject, and (d) bibliography and web links.
- 21.2 The synopsis shall contain introduction, chapter-wise brief account of the work done and overall conclusions. The synopsis shall be in English/Gujarati/regional language.
- 21.3 The scholar shall submit 15 copies of the synopsis of his/her thesis with a fee of Rs.5,000/-(Foreign Scholars Rs. 10,000/-), along with soft copies of the synopsis, through the guide and Head of the Department/institute, to the university.
- 21.4 A full time Ph.D. scholar may submit the synopsis after minimum of 03 terms of admission and the thesis after a minimum 04 terms.
- 21.5 A part time/independent Ph.D. scholar may submit the synopsis after a minimum 05 terms of admission and the thesis after a minimum of 06 terms.

O.Ph.D.22 Format of the thesis

- 22.1 The Ph.D. scholar shall submit all the necessary research work stated above and produce evidence for the same in the form of acceptance letters from the publishers or reprints/copies of the publication.
- 22.2 Before submitting the thesis, a scholar has to produce Anti-Plagiarism clearance Certificate as per the Anti-plagiarism and academic dishonesty policy of the Gujarat University for the content of the thesis.
- 22.3 Every scholar shall submit with his/her thesis a certificate from the guide under whom he/she worked, that the thesis submitted is a record of original research work done by the scholar during the period of study under his/her Guidance/supervision and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma or other similar titles and that the thesis represents independent research work on the part of the scholar.
- 22.4 The process of the submission of thesis shall be as follows:
- Primary submission:** 02 copies (loose /spiral bound): to be sent to the external examiners for evaluation
- Final Submission:** 02 copies (02 hard bound + 01 Soft copy (CD - pdf version): With all necessary corrections and suggestions directed by the external examiners, academic information about the scholar, Registration and publication etc.
- 22.5 The final thesis shall be presented in accordance with the following specifications:
- a. The paper used for printing shall be of A4 size.
 - b. The printing shall be in a standardized form two side(s) of the paper and in one and half spacing.
 - c. A margin of one-and-a half inches shall be on the left hand side.
 - d. The title of the thesis, name of the scholar, degree, name of the guide, place of research and the month and year of submission shall be printed on the title page and the front cover.
- 22.6 The colour of the cover should be preferably dark. Side cover bound should clearly

mention "Ph.D. Thesis" on the top, name of the scholar, month and year of submission.

22.7 The thesis shall also contain certificates as per the proforma given in Appendix III.

O.Ph.D. 23. Submission of the Thesis

23.1 Prior to submission of the thesis, the scholar has to make a pre-Ph.D. presentation in the department/university/institute that may be open to all faculty members and research scholars for feedback and comments which may be suitably incorporated, if necessary in the thesis under the supervision of the guide.

23.2 The thesis shall be submitted to the University for Evaluation not later than 12 months after the submission of the synopsis, through the guide and forwarded by Head of the University Department/Head of the Institution.

23.3 If the scholar fails to submit the thesis within 12 months from the date of submission of the synopsis, a maximum of 02 extensions of 03 months each may be given by Hon. VC. If the scholar wants to submit the thesis thereafter, it can be done only with the approval of the RDC/RRC. In that case, the scholar shall have to submit the synopsis afresh, and also required to pay the necessary fees.

23.4 Supplementary papers to the thesis, printed copies of any contributions to the knowledge of the subject or of any cognate branch of science that may have been published in journals or periodicals may also be included along with the thesis or given as bibliography.

O. Ph. D.24 Appointment of Examiners

24.1 The procedure for the appointment of examiners shall be undertaken soon after the scholar submits his/her synopsis.

24.2 The thesis shall be evaluated by two external examiners for the all faculty *i.e.* 01 examiner from within the State and 01 from outside the state/outside India.

24.3 The RDC/RRC shall prepare a list of 06 examiners (03 from within the state and 03 from outside the state/country), as mentioned in 24.2 for each such submission or

Head of the University Department/Chairperson of the Board of Studies shall also be entitled for such nomination of external examiners.

- 24.4 Hon. VC shall appoint 02 examiners, as per the above norms, from the above list. In the case of independent Ph.D. scholars, Hon. VC shall nominate a 3rd examiner, based on the recommendation of RDC/RRC, who shall be a Ph.D. guide from any concerned department of the University.

O.Ph.D.25. Evaluation of the Thesis:

- 25.1 The university shall complete the process of evaluation of the thesis including the *Viva voce* within the period of 02 months from the date of submission of the thesis, unless under exceptional/unfavorable conditions.

To expedite this process of evaluation, pdf version (in electronic form, soft-copy) of the Ph.D. thesis may be sent to the external examiners through e-mail from the account of Head of the University Department/Chairperson of the Board of Studies. This responsibility is to be shared by the concern guide once appointments of the examiners are made. Research supervisor will do all interim correspondence to acquire the reports from the examiners as early as possible. For all these, electronic communication will be preferred.

- 25.2 The evaluation shall be done by 02 external examiners and the guide. Where there is a co-guide, the guide and co-guide may either prepare a joint report or separate evaluation reports.
- 25.3 The Examiners who evaluate the thesis shall report on the merit of the scholar's thesis for the Ph.D. degree in one of the following terms:
- The thesis to be accepted for the award of Ph.D. degree in the present form.
 - The thesis to be accepted for the award of Ph.D. degree after minor corrections/revisions.
 - The thesis can be passed after obtaining clarifications at the time of *open Viva voce*.

- The thesis be revised and resubmitted for evaluation.
 - The thesis is rejected.
- 25.4 The format of the examiner's adjudication report is given in Appendix IV, which shall be sent to every examiner while sending the thesis. Communications and sending of the thesis and receiving of reports through email/attachments/fax shall be preferable to expedite the procedure.
- 25.5 Opinion of examiners on evaluation of the thesis:
- i. If the thesis is commended (approved) by both the external examiners, each examiner may seek clarifications/questions, if any, to be answered at the time of *Viva voce*.
 - ii. In case both the external examiners have not commended the thesis (not considered the thesis acceptable for Ph.D. degree), then the thesis shall be rejected and the registration be cancelled. However, Hon. VC in coordination with RDC/RRC may reconsider the merits of the thesis for re-evaluation.
 - iii. In case, one of the external examiners has not commended the thesis, then the thesis shall be again referred to a third external examiner appointed by Hon. VC, from within the state or outside the state/India as the case may be. If the third examiner commends the thesis, the scholar shall be allowed to appear for the *Viva voce*. If the third examiner does not commend the thesis, it shall be rejected and the registration be cancelled after proper evaluation by RDC.
- 25.6 If the examiner/examiners insists on any correction/revision to be made in the thesis, the same shall be made by the scholar before the *open Viva voce* and certified by the guide which is to be forwarded through Head of the Department.
- 25.7 If the Examiner/Examiners explicitly suggest/s the need for revision and re-submission of the thesis for further examination, then the revised thesis, duly certified by the guide, shall be sent to the same examiner/s for further evaluation. In the absence of such a statement or if the examiner concerned specifically instructs that the

revised thesis need not be sent back to him/her, the revised thesis duly certified by the guide shall be examined by the RDC/RRC and accepted, if found in order, and the scholar shall be allowed to appear for open *Viva voce*.

- 25.8 Where the scholar has been asked to revise/resubmit the thesis, the same shall be done within the shortest possible period and in any case not later than 01 year from the date of the communication regarding the same by the University.
- 25.9 In case the candidate fails to submit the revised thesis within 01 year, the process of thesis evaluation gets cancelled. Then, the candidate shall submit the synopsis again, along with the necessary fees, to start the process of thesis evaluation afresh.
- 25.10 The external examiners are expected to send the evaluation report within 01 month from the date of receipt of the thesis. In case of undue delay by the examiner to send the report, the University may, with the approval of Hon. VC, send the thesis to another external examiner.

O.Ph.D.26. *Viva Voce*:

- 26.1 On receipt of satisfactory evaluation reports, either in hard copy/e-mail/fax/any e-resource, the Ph.D. scholar shall undergo for open *Viva voce*, where he/she shall defend the research work in the thesis at University Department.
- 26.2 In cases where the thesis has been approved, and on receipt of communication from the University, the guide shall coordinate the conduct of open *Viva voce* for the scholar.
- 26.3 The guide shall fix the date and time of the *Viva voce* in consultation with the external examiner, who shall be appointed by Hon. VC for conducting the open *Viva voce*. The guide shall give wide publicity for the same. The maximum time limit for conducting open *Viva voce* shall be 02 months from the date of receipt of evaluation reports from the examiners. If the scholar fails to take open *Viva voce* within 02 months on valid grounds, Hon. VC may permit 02 months extensions on specific request/s from the guide through the Head of the Department concerned.
- 26.4 The open *Viva voce* shall be held on any working day of the University. In case the

open *Viva voce*, Examiner is not in a position to travel to the University, the guide can arrange an open *Viva voce* with the participation of the external examiner through video-conferencing or at a place convenient to the examiner, with the permission of Hon. VC.

- 26.5 In the open *Viva voce*, the guide shall introduce the External examiner, who shall then conduct the open *Viva voce* at Department level. The scholar shall make a 30-minute presentation about the research work. After the presentation, the external examiner and the guide shall conduct the *open viva voce* at Departmental level.
- 26.6 If the scholar passes the *open viva voce* examination, the *open viva voce* examiner and the guide shall consolidate the recommendations and submit the same to the University, as per the format given in Appendix V, for the award of the degree based on
- a. the reports of the examiners who adjudicated the thesis and
 - b. the evaluation of the scholar's performance in the *open viva voce* examination.
- 26.7 The scholar who is successful in the *open viva voce* examination shall be declared to have qualified for the Ph.D. degree.
- 26.8 If a scholar does not satisfy the Examiners at the *open viva voce* examination, he/she shall be re-examined after a period of not less than three months. The scholar shall not be declared eligible for the degree unless all the Examiners unanimously declare him/her eligible for the degree.
- 26.9 In the event of both the external examiners being unavailable for the *open viva voce*, a third (external) examiner from within India shall be appointed by the VC, in consultation with the RDC/RRC to conduct the *open viva voce*.

O.Ph.D.27. Award of degree

- 27.1 A candidate becomes eligible for the award of the Ph.D. degree after fulfilling all the academic requirements prescribed by the University.
- 27.2 The Ph.D. degree shall be awarded in the discipline of the Faculty in which the scholar

is registered for the Ph.D. programme. The title of the Ph.D. thesis and subject/faculty shall be mentioned in the Notification.

- 27.3 If the thesis is recommended for award of the Ph. D. degree after the *open viva voce*, the Registrar, with the approval of the VC, shall declare the result. A certificate to this effect shall be issued by the Registrar to the successful scholar.

O. Ph.D.28. Deposit of thesis with the UGC and the Commissioner of Higher Education

28.1 Following the successful completion of the evaluation process and announcement of the award of the Ph.D. the University, the scholar shall submit, through the University a soft copy of the Ph.D. thesis each to the UGC and to the Commissioner for Higher Education, Government of Gujarat, within a period of 30 days, for record and for hosting the same in INFLIBNET accessible to all Institutions/Universities. In the case of a thesis written in a regional language, a translated version of the same into English shall be submitted as above.

28.2 One hard/soft copy of the thesis shall be placed in the University Library and one hard/soft copy shall be sent to National Library. The scholar' name, title of the thesis and an extended abstract shall be placed on the University website by the University.

O.Ph.D. 29 General Rules applicable

29.1 The scholars shall follow the rules and regulations prescribed by the University from time to time, even if they are not included in these Ordinances. The University shall have the right to modify, change or add to the rules and regulations which shall be binding on the scholars.

29.2 The Ph.D. scholars shall be entirely responsible for any duplication or plagiarism/academic dishonesty or piracy occurring in the thesis. In case any such acts are detected even after the award of the degree, the scholar shall be held accountable for the irregularity and this may even lead to cancellation of the degree. The decision of the University in this regard shall be final and binding on the scholar.

29.3 If any differences of opinion/dispute develop between the scholar and the guide at any time during the course of the research work, the decision of RDC/RRC in the matter shall be final and binding on the scholar and the guide.

O. Ph.D.30. Rules for recognition of an Institute/ College/ Centre /Laboratory / Library/ Museum etc. for Ph.D. research.

30.1 The Institute/College/Centre/Laboratory/Library/Museum, etc., which require recognition to conduct Ph.D. research shall apply to the Registrar, Gujarat University in triplicate with application fee at the prescribed rate, which is non-refundable, before the 30th July every year, together with three copies of a report containing various information required.

30.2 The RRC/BUTR may also consider applications from outside the territorial jurisdiction of the University. In such cases the applicant institution shall have to bear the total cost of T.A./D.A. and Honorarium etc., of the visiting team from the University in connection with the inspection, in addition to the application fee.

30.3 A team consisting of three experts shall visit the Institute/College/Centre/ Laboratory/Library/Museum, etc., and shall inspect the availability/adequacy of the following facilities, wherever applicable:

(a) Library Facility

(i) A library with adequate number of books (about 2,000) and journals (about 10) of national and international standard on the subject and allied fields of study.

(ii) A full time qualified Librarian with supporting staff.

(iii) Adequate reading room facilities.

(iv) Digitalization facilities

(b) Lab Facility

(i) A Laboratory with adequate equipment and space.

(ii) Adequate staff for fabrication of specialized equipment needed for

research.

- (iii) Adequate staff for running and maintenance of the range of equipment needed for research.

(c) Details of Manpower

- (i) A full time executive-in-charge of administration of the Institute/College/Centre/ Laboratory/Library/Museum, etc.
- (ii) At least one person who has been recognized as guide in the subject/discipline in which Ph.D. recognition is sought.

(d) Details regarding land and building:

- (i) Areas of the land, whether owned/leased along with their details.
- (ii) Nature and type of building/s.
- (iii) Details of class rooms, office space, infrastructure facilities, etc., of the institution.

(e) Details of financial resources

- (i) Recurring grant received during the year previous to the visit and in the visit year (if available)
- (ii) Non-recurring grant/grants received during the year previous to the visit and in the visit year (if available.)
- (iii) Any other financial sources (with details of magnitude and, nature) including interest from fixed deposits, if any.

30.4 The committee shall submit its report to the University with full details covering the above aspects along with its critical observations and recommendations, which shall be submitted to the RRC for further course of action. The recommendation of the RRC shall be placed before the Executive Council through the Academic Council for approval.

30.5 The recognition of the institution shall be subject to renewal on the basis of a report submitted by a team consisting of at least two experts who shall visit the Institute/College/Centre/Laboratory/Library/Museum, for the purpose. Periodical

inspection of such centres shall be arranged by the University on a case to case basis to ensure the quality of infrastructure for research available with the institution.

- 30.6 Recognition shall be accorded for a period of 10 years, subject to renewal on the basis of a report on the activities of the institution to be submitted along with a non-refundable renewal fee at the prescribed rate.
- 30.7 It should be noted that even though the University may recognise an affiliated college, centre, laboratory, institution, library/museum for research work for the award of Ph.D., their faculty members shall not be automatically considered as approved Ph.D. guides, but each eligible faculty/professional member from such institutions may get himself/herself recognised as approved guide by the University as per the procedure for recognition of Ph.D. guides.
- 30.8 However any Guideline made available from UGC as a National policy also be consider without University Policy and to be implemented in the perspective of the University.